



N TARGET

with the Iowa DNR Records Program

JANUARY 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center.

List of Complete Inventories

- o ADM 1-1-1 Commission Meeting Minutes
- o ADM 2-3 State Issued Contracts & Agreements for Services
- o CON 11-4-1 Wastewater Sewage
- o CON 11-32 Non-Point Source
- o CON 12-1-1 Solid Waste
- o CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- o CON 12-15 Contaminated Sites
- o CON 12-17-11 Solid Waste Alternative Program (SWAP)
- o PER 1-1 DNR Personnel & Americorp



How staff can access this information?

- o Staff may access these inventories by visiting the Records Center Front Desk Computer.

Boxes Sent Off-Site to the State Records Center (SRC)

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

Total number of boxes sent off-site: 111

Types of files sent off-site:

- o Budget & Finance (Accounting): 49
- o Budget & Finance (Cashier's Office): 62



New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

- o **Number of files created:** 173
- o **Types of files created:**
 - o Proposed Rules to the Iowa Administrative Code.
 - o Leaking Underground Storage Tanks (LUST)
 - o General Correspondence
 - o Solid Waste Comprehensive Planning
 - o Personnel Files
 - o Table of Authorized Positions
 - o Flood Plain Permits
 - o Flood Insurance Correspondence (FIC).
 - o Agricultural Operations Permits (Wastewater)
 - o Water & Air Pollution Control Tax Certifications
 - o Wastewater Facility (Sewage)
 - o Treatment Agreements
 - o Water Quality Permits
 - o Storm Water



Electronic Records

Listed below are Program Areas that have made their Records available online.

- o **SWAP (Solid Waste Alternative Program)**
35,159 records imaged.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- o **Solid Waste**
117,570 records imaged.
Website: <http://www.iowadnr.com/waste/sw/>
- o **Contaminated Sites**
571,814 records imaged.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- o **Air Quality:** 1 Million records are imaged.



Retention Schedules

The DNR has 400+ retention schedules. Retention Schedules outline the legal life span for documents. The Records Center assists DNR staff in creating, interpreting, modifying these retention schedules.

List of New Schedules (Approved January 17, 2008)

- CON 11-34: Storm Water General Permits
- CON 12-16: Ground Water Hazard Statements (GWHS)
- CON 14-4-1: General Council Opinions
- CON 14-4-2: Training Materials Prepared by Legal for Internal Use
- CON 14-4-3: Environmental Audits
- CON 14-5: Administrative Cases

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 507
- **Public File Requests:** 186

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Number of boxes sent to State Records Center:** 10
- **Number of files created:** 25

Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 29
- **Number of documents filed:** 1,285